



07/16/2013

United States Embassy
Av. das Forças Armadas
1649-044 Lisboa, Portugal

MINUTES FROM PREQUOTATION CONFERENCE HELD ON JUNE 27, 2013

Ref. SPO500-13-Q-0013 – U.S. Embassy windows cleanings

I. Introduction:

The meeting was called to order at 9.45 am at the Embassy Lobby (post 1). The Procurement Agent (PA), Adelia Monteiro, welcomed all attendees and introduced Embassy's staff participating in the meeting:

Victor Madeira, Maintenance Supervisor, José Gregório, Procurement Assistant, Jose Freitas, Procurement Clerk

For practical reasons the Site Visit was conducted prior to the Pre-proposal Conference. The following prospective quoters/firms were present:

Company	Represented by
1. Pride Clean	Manuel da Costa Fabio Matos
2. Saniambiente	Ana Paula Simões

- | | |
|--------------------|-------------------|
| 3. Vivalisa | Pedro Catarino |
| 4. OSC Limpotenica | Paulo Anjos |
| | Joaquim Verissimo |
| 5. Iberlim | Miguel Azevedo |

SITE VISIT

Victor Madeira, Facilities Maintenance Assistant (FAC), led the site visit around the building and pointed out which windows need to be cleaned outside and inside. All participants were escorted while touring surround areas of the main Embassy building by Victor Madeira, Adelia Monteiro, Jose Gregorio and Jose Freitas.

PRE-PROPOSAL CONFERENCE

All participants introduced themselves to the meeting and focused their company's roles and business area. The Procurement Agent (PA) explained how questions on the solicitation had to be put in writing and that all prospective offerors would be receiving copies of all answers also in writing in order to give fair business opportunity to all.

During her introduction PA explained that any changes to the solicitation would have to be made through written amendments to the solicitation. Further in her presentation, PA referred to the Federal Acquisition Regular (FAR) and Department of State Acquisition Regulation (DOSAR) and how the Contracting activity is regulated by these two codes under the general supervision of the Office of the Procurement Executive, in Washington D.C.

PA referred to Section 3 of the Solicitation regarding the need to fill out all necessary forms and submission of relevant documentation along with the price proposal.

Victor Madeira (FAC), explained in detail the Scope of Work (SOW) on page 4 of the solicitation. He outlined the importance of the mandatory liability insurance (250.000

Eur) and in addition explained that the wining contractor will have to fill out all the necessary clearances required by the Embassy Regional Security Office (RSO) in order for the site workers have access badges issued.

QUESTIONS AND ANSWERS (Q&A)

Question # 1. Is the working hours schedule?

Answer: Yes. See page 14 on the Solicitation which also includes a list of local and U.S holidays.

Question #2 Many the cleaning equipment and supplies remain in the compound at the end of a working day?

Answer: Yes. The cleaning equipment and supplies may remain inside the compound in an area yet to be designated.

Question #3. What is the estimated time for the work be completed?

Answer: Three to four weeks the maximum.

Question #4 Page 1 of the Solicitation, refers field 19 (item No.) is this to be filled out?

Answer: No. That is not applicable

Question #5: On page 1, nos. 21-24 must we insert a total amount for the work done, or do we have to breakdown the quotation by hour/ or by amount of work per day?

Answer: We refer all prospective quoters to page #3 of the Solicitation, where in pars 1.0 Description; par 1.1 Type of Contract and par 2.0 Pricing

The proposal total price should state if VAT is or is not included.

Question #6: Is it necessary to submit a list of employees when submitting our quotation?

Answer: The wining proposal will be requested to submit a list of employees, vehicles and materials. The Embassy Regional Security Office (RSO) will supply a security

package and further instructions will be given by the RSO when applicable or when necessary.

Since no additional questions were raised, PA and FAC concluded the meeting by thanking everyone presence. The Procurement Agent adjourned the meeting at 11.00 am and prospective quoters were escort out of the Chancery building.